



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
U. S. ARMY CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION, CPAC



AREA II

FAR EAST REGION (FER) Summer Hire Program Vacancy Announcement

******DUE TO FUNDING RESTRICTIONS AVAILABLE POSITIONS MAY BE LIMITED******

ANNOUNCEMENT #: All FER CPACS SH2014

OPENING DATE: 2 June 2014

CLOSING DATE: 16 June 2014

Applications will **NOT** be accepted after the closing date of the announcement EXCEPT for newly assigned personnel who PCS into the Peninsula on/after the closing date of the announcement. Please review "HOW TO APPLY" for required forms and documents.

SELECTIONS: Notification of selection will be made directly to each student or sponsor by telephone or e-mail.

POSITION TITLE, SERIES AND GRADE: General Helper, AD-3501-00. Positions include clerical and labor, non-hazardous, work.

SALARY: \$5.50 per hour, subject to change.

DUTY STATION: US Army Garrison Activities in the greater Seoul Metropolitan area.

Students will be responsible for arranging their own transportation and will only be placed within the commuting distance of the sponsor's duty location.

CONDITIONS OF EMPLOYMENT:

Federal Law requires ALL STUDENTS TO HAVE A VALID SOCIAL SECURITY NUMBER. If you do not have a social security number, you may not work. Students are required to have their paychecks electronically submitted (EFT'd) to a U.S. bank of their choice. No changes to student assignments will be permitted. All students selected for 2014 Summer Hire Program must meet minimum age requirements on the day of appointment. College bound or College students must provide required documentation with their application. See "HOW TO APPLY."

SESSION DATES : 30 June 2014 thru 19 September 2014 or the start of the school year

ELIGIBILITY AND AREA OF CONSIDERATION: Applications will be accepted from eligible U.S. Citizen family members of DOD sponsors:

1. Unmarried Children, step children, adopted children, and children under legal guardianship of a DOD sponsor, age **18 – 22** years of age, **enrolled** in school on a full-time basis, and in good standing academically. ***

2. The dependent **MUST** reside with the sponsor in the respective area except for those dependents attending a college or university in the United States.
3. Home Schooling: Student applicants who are Home Schooled must obtain certification from the Department of Defense Dependents Schools (DoDDS) prior to Entrance on Duty (EOD).
4. All students must be eligible for SOFA support.

***** Students who are NOT assigned to the overseas area with their sponsor and who are “visiting” for the summer are not eligible to participate in the Summer Hire Program. Students must be on sponsors PCS orders assigning to Korea.**

DoD SPONSORS INCLUDE: Active Duty Military, DoD Federal Civilian, NAF (MWR, DHL, AAFES) Civilian, Other U.S. Federal Government Agencies (Embassy, VA, etc.).

Children of DoD invited contractors, Red Cross and of the USO **are not eligible** to participate in the Summer Hire Program.

SELECTION PROCESS:

A lottery format will be used if there are not enough positions for all students to be placed. A random number (2 digit) will be chosen as the lottery number for priority job offers. The random number will be used against the last two digits of the social security number for selection. (Example: random digit = 32; all students with last two digits of social security number ending with 32 will be first offered a position, then students with last two digits of 33 will be offered a position, etc.) Students will receive their assignments via e-mail/phone call once placements are made. Changes in work assignments will not be permitted.

HOW TO APPLY:

Students must indicate their availability for clerical or labor positions. High School students must be attending a DoDDs school in Korea. High School students graduating in June 2014, in order to be considered a full-time student, **must** be enrolled in College for Fall 2014 and submit the same supporting documentation required of College students. Students who have been accepted to college but were not in school in Spring 2014 may not participate in the Summer Hire Program. College Students must provide a copy of their Fall 2014 class registration or a letter from the school registrar for Fall 2014. Report cards or Spring 2014 class registration will not be accepted. College students who fail to submit required certification with their application may not work in the Summer Hire Program. Students in a home schooling program must be approved/certified by DODDs. All students, regardless of age, must have their sponsor/parent's permission to work.

Applications may **NOT** be sent electronically, via e-mail or faxed. Applications **MUST** be submitted in person at CPAC building 4314.

REQUIRED FORMS/DOCUMENTS:

- Family Member Youth Employment Application
- Copy of Sponsor's orders/Command Sponsorship Letter/Letter of Employment
- College Students/Graduating High School Students: Fall 2014 registration or current letter from school registrar

ADDITIONAL INFORMATION:

1. Incomplete applications, applications with missing forms and signatures, will not be accepted. Completed Applications must be received by 1700 hours on MONDAY, 16 June 2014 at the CPAC building 4314 and **in person**. No drop off box is available nor accepted..
2. Federal Law requires that all Federal employees have a Social Security Number (SSN) to work. The Social Security Card or parent tax return is the only acceptable documents. Dependent ID card is not acceptable as proof of SSN.
3. Applicants / Sponsors will not be permitted to copy documents at the Civilian Personnel Advisory Center (CPAC).
4. Department of the Army is an equal opportunity employer.
5. Additional information on the Summer Hire Program, i.e., announcement, application forms, program information, etc., are

posted our web site at: [**tps://wu.acpol.army.mil/fer/**](https://wu.acpol.army.mil/fer/).

